

BUSINESS EDUCATION FUNDED COURSES

Course Code	Course Name	Grade Levels	Description	High School Credit Options*
14012	Accounting III ♦ Prerequisite: Accounting II-14011	10-12	Students in Accounting III will acquire a more thorough, in-depth knowledge of accounting procedures and techniques utilized in solving business problems and making financial decisions. Students will develop skills in analyzing and interpreting financial information common to businesses. A contemporary business simulation set that lets the student put accounting skills into practice is often included.	$\frac{1}{2}$ <i>Max credit = $\frac{1}{2}$</i>
14013	Accounting IV ♦ Prerequisite: Accounting III-14012	10-12	Students in Accounting IV will continue to develop skills in analyzing and interpreting information common to corporate forms of organization, preparing formal statements and supporting schedules, and using inventory and budgetary control systems. Higher level corporate, managerial and cost accounting concepts are presented in this course. A contemporary business simulation set that lets the student put accounting skills into practice is often included.	$\frac{1}{2}$ <i>Max credit = $\frac{1}{2}$</i>
14014	Forensic Accounting ♦ Prerequisite: Accounting I- 14010 Accounting II-14011 Accounting III-14012 Accounting IV-14013	11-12	Students in Forensic Accounting, sometimes called investigative accounting, will explore the application of accounting concepts and techniques to legal problems. Forensic accountants investigate and document financial fraud and white-collar crimes such as embezzlement. They also provide litigation support to law enforcement agencies investigating financial wrongdoing.	$\frac{1}{2}$ <i>Max credit = $\frac{1}{2}$</i>
14015	Entrepreneurial Accounting ♦ Prerequisite: Accounting I- 14010 Accounting II-14011 Accounting III-14012 Accounting IV-14013	10-12	Students in Entrepreneurial Accounting will examine the principles, techniques, and uses of accounting in the planning, control, and decision-making of business organizations from an entrepreneurial perspective.	$\frac{1}{2}$ <i>Max credit = $\frac{1}{2}$</i>
14016	Business Finance ♦ Prerequisite: Accounting I- 14010 ♦	9-12	Students in Business Finance will focus on a business's financial behavior; examine the financial side of running a business, keeping records, investing, protecting against loss, obtaining credit, and making strategic decisions.	$\frac{1}{2}$ <i>Max credit = $\frac{1}{2}$</i>
14022	Web Design ♦ Prerequisite: Keyboarding or equivalent skill	9-12	Students in Web Design will be introduced to a variety of ways to create and maintain web pages. Course topics will focus on overall production processes with an emphasis on design elements involving layout, navigation, and interactivity. Understanding of proper ethics, copyright laws, social networking, and cyber security topics will be integrated. The basic language of web design and software will be taught along with the additional media inputs within a website (e.g. video, animation, sound, scrolling marquees, forms, contacts, and other additional components).	$\frac{1}{2}$ or 1 <i>Max credit = 1</i>
14025	Spreadsheets ♦ Prerequisite: Keyboarding or Business Computer Applications	9-12	Students in Spreadsheets will be introduced to spreadsheet software/applications to analyze business trends, solve problems for business, and personal use. This course will include the design and use of worksheets, writing formulas, analyzing data, charting data, managing data, using pivot charts/tables, creating macros, and displaying information on web pages.	$\frac{1}{4}$ or $\frac{1}{2}$ <i>Max credit = $\frac{1}{2}$</i>
14026	Database ♦ Prerequisite: Keyboarding or Business Computer Applications	9-12	Students in Database will use database software to organize and automate file handling. These files will be used to analyze business trends and solve problems. Students will create tables, queries, forms, reports, templates, and web pages to understand the functionality of a database.	$\frac{1}{4}$ or $\frac{1}{2}$ <i>Max credit = $\frac{1}{2}$</i>

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14028	Communication Technologies	9-12	Students in Communication Technologies will study the history of the Internet, Internet safety and etiquette, appropriate research techniques, online communication, video conferencing, social networking, network security, and a study of e-business.	$\frac{1}{2}$ or 1 <i>Max credit = 1</i>
14079	Business Technology and Procedures ♦ Prerequisite: Word processing skill	10-12	Students in Business Technology and Procedures will analyze productivity throughout the workforce, which imposes on all workers the need for effective and efficient information management, problem solving, and communication tasking. This class provides practical office simulations including information processing systems, job search skills, preparation of business presentations, and other technology procedures.	$\frac{1}{2}$ or 1 <i>Max credit = 1</i>
14096	Word Processing ♦ Prerequisite: Keyboarding or equivalent skill	9-12	Students in Word Processing will use word processing software to create and edit documents such as business letters, envelopes, labels, flyers, reports and newsletters. Improved productivity will be developed by using timesaving shortcuts including templates, merging, tables, and key commands. Students will continue to practice formatting, editing, composition and proofreading.	$\frac{1}{4}$, $\frac{1}{2}$, or 1 <i>Max credit = 1</i>
14098	Desktop Publishing ♦ Prerequisite: Keyboarding or equivalent skill	9-12	Students in Desktop Publishing will use desktop publishing software to create publications such as newsletters, banners, catalogs, brochures, letterheads, business cards, and programs. They will learn design techniques using multimedia integration, formatting skills, page layout, and templates. Students will explain the purposes, functions, and common features of desktop publishing software.	$\frac{1}{4}$, $\frac{1}{2}$, or 1 <i>Max credit = 1</i>
14099	Multimedia	9-12	Students in Multimedia will use digital images and videos to create meaningful documentation, production, and presentations. Images, logos, backgrounds, and navigation tools for digital display will be used in multimedia and Internet applications. The topics of image-editing, animation, file compression, digital audio/video editing, and planning for multimedia applications will also be discussed. Enhancements include proper format and appropriate use of graphics, animations, and transitions.	$\frac{1}{2}$ or 1 <i>Max credit = 1</i>
14111	Entrepreneurship	9-12	Students in Entrepreneurship will develop skills needed to effectively organize, develop, create, and manage their own business. Topics covered include entrepreneurial concepts, characteristics of business organizations, business opportunities, entrepreneurial career examples, individual career assessment and planning, and entrepreneurial projects and simulations.	$\frac{1}{2}$ or 1 <i>Max credit = 1</i>
14231	Management I	9-12	Students in Management I are introduced to the field of management and organizational theory. Topics include: leadership, motivation, planning, teamwork, and goal setting. The course will develop a mastery of theory and research findings about organizations and people within the organizations.	$\frac{1}{2}$ <i>Max credit = $\frac{1}{2}$</i>
14232	Management II ♦ Prerequisite: Management I- 14231	9-12	Students in Management II will continue the study of management functions and theories. Topics include: business organization, personal and management skills, ethics and social responsibility, human resource management, technology and information management, financial decision making, industry analysis, markets and prices, and organized labor.	$\frac{1}{2}$ <i>Max credit = $\frac{1}{2}$</i>

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14233	Global Management ♦ Prerequisite: Management I- 14231 Management II- 14232	10-12	Students in Global Management will explore the challenges and risks of entering into international business enterprises; including political, legal, and cultural differences.	$\frac{1}{2}$ <i>Max credit = $\frac{1}{2}$</i>
14234	Operations Management ♦ Prerequisite: Management I- 14231 Management II- 14232	10-12	Students in Operations Management will gain an understanding of the principles and procedures necessary to manage and operate a business. Topics include: staffing decisions, inventory control, financial decision-making, ethical decision-making, and social responsibility. Students will have an opportunity to plan, operate, and manage an event.	$\frac{1}{2}$ <i>Max credit = $\frac{1}{2}$</i>
14999	Cooperative Work Experience	11-12	Provides students with a regularly scheduled, supervised employment opportunity related to Business and Office Technology Occupations in order to develop and improve work skills. The employment must be preceded by, or concurrent with, classroom instruction related to the work experience, consistent with the student's occupational goals, and related to the Business and Office Technology program area. There shall be a training agreement among all partners to the work experience (school, employer, student, and parents/guardians) outlining the expectations of each party. The instructor shall also develop a specific training plan with the employer for each student placed. The training plan shall include provisions for assessment of student progress and for on-site visits by the instructor during the student's placement. NOTE: Students must be at least 16 years old and may be paid a wage by the employer.	Minimum of $\frac{1}{2}$ credit per semester, not to exceed 2 credits while in high school <i>Max credit = 2</i>